



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 2250.1E  
G-6/G6990052  
**5 OCT 1990**

AIR STATION ORDER 2250.1E

From: Commanding General  
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR DISTRIBUTION AND CONTROL OF  
THE ELECTRONIC KEY MANAGEMENT SYSTEM (EKMS)

Ref: (a) CMS-21 (NOTAL)  
(b) SECNAVINST 5510.36 (NOTAL)

1. Purpose. To provide Instructions and general information pertaining to the internal distribution and control of EKMS material and equipment within this Command.

2. Cancellation. AirStaO 2250.1D.

3. Background. Communications Security (COMSEC) material is used to protect J.S. Government transmissions, communications and the processing of classified or sensitive unclassified information related to national security from unauthorized persons and that material used to ensure the authenticity of such communications. Per the references, all material/equipment within the EKMS must receive positive physical and administrative control from the time of entry into the system through destruction. A flag or general officer in a command status may either assume personal responsibility for routine EKMS matters or may designate a senior officer O-4/GS-12 and above as Staff EKMS Responsibility Officer (SEKMSRO). The duties of the SEKMSRO cannot be further delegated and must revert to the appointing official in the absence of the assigned SEKMSRC. Assignment of a SEKMSRC does not relieve the appointing official of ultimate responsibility for the proper management of the EKMS account. In keeping with established two person integrity TPI rules for designated EKMS material/equipment, the Command will designate in writing an EKMS Manager, a primary alternate *and* two additional alternate managers who will be equally responsible for the proper administration of the Command's EKMS allowance. The Command EKMS Manager is responsible to the SEKMSRO for the proper management and security of all COMSEC material held at the Command. The SEKMSRO is the principal advisor to the Commanding General concerning EKMS matters. Reference (a) contains detailed requirements and guidelines pertaining to the administration and physical security of EKMS.

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Additionally, the references contain requirements and guidelines pertaining to the TPI rule. The procedures listed below are promulgated for the internal distribution and control of EKMS material and equipment within this Command. The handling of Secure Telephone Unit Third Edition (STU-III) material and equipment will be in accordance with reference (a), Air Station Order 2280.1B, CMS-6, EKMS 701.1 and other current directives.

4. Information. It is the responsibility of the Command EKMS Manager and all other individuals whom, for any reason, assume custody, use or otherwise are charged with the safeguarding of EKMS material to fulfill the requirements set forth in this Order.

5. Action

a. A copy of this Order will be maintained by each Local Element (LE) and a copy made readily available to each EKMS user that assumes custody and responsibility for EKMS material and equipment.

b. An EKMS Responsibility Acknowledgment Receipt will be executed by each individual local user of EKMS material and returned to the Station EKMS Manager. An example is contained in Figure 8-1 of reference (a).

c. Storage of EKMS material will be accomplished per the references, as applicable. All areas used for the processing of classified materials and storage of COMSEC materials must be certified in writing by the Immediate Superior in Command (ISIC) based on information provided by the Physical Security Manager. Automated Information Systems (AIS's) must be accredited in writing by the Designated Approving Authority (DAA) prior to processing classified materials on the system.

d. Security containers used for the storage of COMSEC material on local custody need not be opened for the sole purpose of conducting an inventory. If the security container is opened for any reason and users have access to the material, an inventory will be conducted at that time and unsealed keying material will be page checked per reference (a). The LE Manager may impose more frequent inventories as he/she determines necessary.

e. The Commanding Officer (CO), Officer in Charge (OIC), Noncommissioned Officer in Charge (NCOIC) or Directors may delegate the responsibility for controlling and handling their COMSEC material and equipment to a senior noncommissioned officer or responsible civil service employee. The ultimate responsibility, however, for COMSEC material and equipment held on local custody remains with the CO, OIC, NCOIC or Director.

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(1) Only designated EKMS personnel who possess the appropriate security clearance and have access authorized in writing will have access to EKMS material.

(2) Extracts from COMSEC manuals/publications will be made only with the consent of the Command EKMS Manager.

(3) EKMS publications that become mutilated or damaged in any way will be returned to the Command EKMS Manager for replacement copies.

(4) The Command EKMS Manager will issue changes and amendments to the holders of COMSEC publications for entry into the basic publication. The person entering the amendment/change will follow the instructions outlined in Chapter 8 of reference (a) for entering changes and conducting page checks. An Amendment Check List, Figure 8-2, and Certificate of Amendment Entry form, Figure 8-3 of reference (a), will be filled out for each change/amendment, signed and returned to the EKMS Manager. The manager will conduct an additional page check after the entry has been completed.

(5) EKMS publications will be properly transferred from the custody of personnel leaving the Command for any reason other than routine liberty, leave or temporary additional duty in excess of 60 days.

(6) Any loss or compromise of EKMS material or portions thereof will be reported immediately to the EKMS Manager (via the chain of command), who will advise the SEKMSRO. The SEKMSRO will brief the Commanding General and others, as appropriate, at the earliest opportunity.

(7) EKMS material will not be taken outside this Command without permission of the CO or SEKMSRO and the knowledge of the EKMS Manager.

(8) Proper receipts will be initiated for every transaction involving issue and/or return of EKMS material.

(9) The Command EKMS Manager through the LE Manager is responsible for the proper indoctrination of all personnel handling EKMS material. In this regard, he/she shall accomplish the following:

(a) Before issuing publications or devices on personal custody, the EKMS/LE Manager shall explain the requirements concerning handling, custody and accounting of the material by using the references as appropriate.

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(b) On a periodic basis, review all existing inventory lists to ensure that they are properly prepared and executed as required.

(c) Require all witnessing officials to review the mandatory destruction procedures delineated in Chapter 11 of reference (a) prior to conducting destruction of any EKMS material.

(d) Ensure that a detailed emergency action plan is prepared, updated as necessary and fully understood by all personnel at each work section where EKMS materials are stocked or handled.

(e) Ensure TPI is maintained for all required EKMS material/equipment from the time of receipt through destruction.

(10) A record system shall be maintained listing publications and/or equipment physically held. Identification of publications and/or equipment will be by short title and registered number for accountability legend one or by quantity for accountability legend two and four, as applicable. Page checks of all registered loose-leaf, cryptographic publications shall be conducted and annotated. Page checks of Cryptographic Maintenance Manuals (KAM's) will be made upon initial receipt and after entry of any amendment which changes the pages of the KAM. Amendment residue pages will also be page checked and any discrepancies noted during the page check shall be reported to the Command EKMS Manager.

(a) Communication Centers and other areas that are occupied and operate on a 24 hour, 7 days a week basis will establish local procedures per reference (a) to ensure a watch to watch inventory is conducted and signed for prior to relief of the watch. Discrepancies will be resolved prior to relief of the watch. A properly secured TPI safe need not be opened for the sole purpose of conducting an inventory. If a command does not normally operate on a continuous basis, but activates a circuit which is active for a period of time long enough to require a change of operators, then the watch to watch protection rule applies for the period of continuous operation. When the circuit is deactivated, the Command may return to normal operating procedures.

(b) Watch to watch inventory sheets will be retained for 30 days beyond the last recorded inventory date on the sheet and destroyed.

(11) All persons authorized to handle classified COMSEC keying material will submit to random drug testing and polygraph examination when directed to do so.

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6. Significant Changes. Reference (a) is now CMS-21 vice CMS-1. The CMS Custodian title changed to Electronic Key Management System (EKMS) Manager throughout the Order and Staff CMS Responsibility Officer (SCMSRO) title changed to Staff EKMS Responsibility Officer (SEKMSRO) throughout the Order. Handling instructions for the Secure Telephone Unit Third Edition (STU-III) have changed. Paragraph 5c adds physical and AIS requirements. Paragraph 5e adds Director to the delegation authority and responsibility list. Paragraph 5e(4) changes reference material. Paragraph 5e(5) changes "not to exceed 60 days" to "in excess of 60 days." Paragraph 5e(6) adds "(via chain of command)."

  
W. C. DARNER  
Chief of Staff

DISTRIBUTION: EKMS MANAGER (10), G-6 (1), COMMCEN (1), FLEET  
REPLACEMENT ENLISTED SKILLS TRAINING COMMAND (FREST)  
(1), NAVAL WARFARE ASSESSMENT DIVISION (NWAD) (1), CG  
FILES (15), STATION SECURITY MANAGER (1)